

# SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Scott R. Muri, Ed. D, Superintendent of Schools

## PURCHASING DEPARTMENT

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Director of Purchasing Services

## NOTICE TO PROPOSERS

### ADDENDUM TO REQUEST FOR PROPOSAL

DATE: November 29, 2018

This Addendum forms are part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: **Annual Contract for College and Career Readiness Materials and Services**

Original Proposal Opening Date & Time: **January 10, 2019 @ 10:00 AM**

### ADDENDUM NO. 2

Proposal NO. 12577

Please make the following additions, revisions, and/or deletions to the Proposal Document:

See Questions and Answers below

The offeror shall acknowledge receipt of this addendum in the Proposal Form.

## **ADDENDUM NO. 2, Proposal #12577**

### **Question #1:**

We are interested in responding to Market Basket #3. Can the district provide the standards for the Financial Math course listed on page 29 so that we can better tell if our materials align well for this course?

### **Answer # 1:**

The standard for the Financial Math course can be found at the TEA WEBSITE here is the link.

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130f.pdf>

This link will take you to the Finance Cluster and Financial Math is the first course list.

### **Question #2:**

Page 76 of the RFP refers to Attachment A, Master Contract Agreement; however, this is not attached to the RFP. Is this available somewhere or can you provide so that we may review?

### **Answer #2:**

**Master Contract Agreement attached to this Addendum #2**

### **Question #3:**

We offer ACT and SAT test prep resources in the form of curriculum, in person Kaplan taught classes, and fully online options. That said, I wasn't sure if we would submit for Market Basket 3, 4, and 6. Or would it be all products under 4?

### **Answer #3:**

**Submit for Market Basket 3, 4, and 6**

### **Question #4:**

Page 8 3.23.0 Confidential Information or Trade Secrets

This section outlines that if any of the information we submit "is considered to be confidential or a trade secret belonging to the Proposer, and if released would give advantage to a competitor or Proposer, that information should be filed with the proposal in a separate envelope marked "CONFIDENTIAL - DO NOT DUPLICATE WITHOUT PERMISSION".

As part of our submission, we are required to submit one original and two copies. Does SBISD intend for Proposers to submit the one original and two copies for review in addition to a "CONFIDENTIAL" copy or are all submitted documents to be marked with the "CONFIDENTIAL" wording and submitted in a separate envelope?

### **Answer #4:**

Please submit as requested (one original and two copies) and if any of the information of the submission is "CONFIDENTIAL" please submit in a separate envelope.

## ADDENDUM NO. 2, Proposal #12577

### Question #5:

Can you please clarify the applicability of Business Certificates for Proposers? Is a registration with the Texas Secretary of State and the Comptroller of Public Accounts absolutely required to be awarded a contract with SBISD?

### Answer #5:

Yes

### Question #6:

RFP 12577 outlines areas of consideration for evaluating proposals. Could you please provide a scoring card with percentage or point breakdown for each area of evaluation?

### Answer #6:

**EVALUATION OF PROPOSALS will be based on the 9 bullets below:**

**The evaluation of the proposal will be performed by a committee consisting of designees of the District. It is critical to the ultimate award of this contract that this proposal be complete and accurate. While cost is an important factor, it should be understood that the district is under no obligation to accept the lowest proposal. In evaluating qualified proposals the following considerations will be taken into account for award recommendations (if applicable):**

- (1) The purchase price;**
- (2) The reputation of the vendor and of the vendor's goods or services;**
- (3) The quality of the vendor's goods or services;**
- (4) The extent to which the goods or services meet the district's needs;**
- (5) The vendor's past relationship with the district;**
- (6) The impact on the ability of the districts to comply with laws and rules relating to historically underutilized businesses;**
- (7) The total long-term cost to the district to acquire the vendor's goods or services;**
- (8) For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner;**
  - (A) Has its principal place of business in the State of Texas; or**
  - (B) Employs at least 500 persons in the State of Texas; and**
- (9) Any other relevant factor specifically listed in the request for bids or proposals**

**ADDENDUM NO. 2, Proposal #12577**

**Question #7:**

Can you please confirm if the “NA” (not applicable) notes in Market Basket 6 are entirely correct? For example, is it not necessary to provide samples of reports the College and Career Readiness Software can provide (Q5 page 51)

**Answer #7:**

**Correction (See revised questionnaire for Market Basket 6)**

**College & Career Readiness Software (Market Basket #6)**

<b>Number</b>	<b>Company Overview</b>	<b>YES/NO</b>	<b>Proposer MUST Explain/Specify as Requested in Order to be Considered</b>
1	Provide the legal name, address, phone number and website of your company and parent organization.	NA	
2	Include your firm's contact person, address, telephone number, fax number, and email address (the person that can respond to additional questions about the information provided, if any).	NA	
3	Provide a brief history of your firm, to include how many years your firm has been in business. Provide narrative.	NA	
4	What differentiates your company, your products and your services from other providers? Provide explanation.	NA	
5	What is your company vision or direction for currently offered services and products, including plans for new products or upgrades. Provide Explanation	NA	
<b>Number</b>	<b>Reputation of the company and company's goods and services</b>	<b>YES/NO</b>	<b>Proposer MUST Explain/Specify as Requested in Order to be Considered</b>
1	Has your company a record of working for SBISD? If so, please give number of years, and the context for this work, such as services provided and professional development.		
2	Did you provide letters of reference from companies, individuals, or districts who have used your services in the past?		NA
3	Discuss in detail your customer relationships. Give detail such as, customer service satisfaction surveys and breakdown of		

	years you have provided services and goods to customers		
4	Did you provide published articles attesting to your company's reputation?		NA
5	Has Proposer been declared in default of any contract in the last 10 years?		
6	Within the past three (3) years, has Proposer filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?		
<b>Number</b>	<b>Quality of the Company's goods or services</b>	<b>YES/NO</b>	<b>Proposer MUST Explain/Specify as Requested in Order to be Considered</b>
1	For college and career readiness exploration and tracking software, we would like the ability to search and analyze data in a variety of ways. Do you provide the tools to facilitate this? If so, please describe.		
2	For college and career readiness exploration and tracking software, can we create ad hoc reports from the system? If so, please describe.		
3	For college and career readiness exploration and tracking software, from a high level, describe the nature (usage) and type (graphic, tabular) of pre-built system reports of dashboard. Can these reports be modified by the user?		
4	For college and career readiness exploration and tracking software, does your analytics allow drill down into supporting case detail? (e.g. business, business location city or state, category, individual case detail)?		
5	For college and career readiness exploration and tracking software, please provide a sample copy of the types of report that will be provided to SBISD. These can be included as an attachment.	NA	
6	For college and career readiness exploration and tracking software, how are administrative privileges created and managed? Detail how the district site administrator manages your platforms hierarchy of administrative privileges.	NA	
7	Who would be SBISD contact for ongoing customer service?	NA	
8	Give evidence of the quality of your company's goods or services. If available, provide third party research and/or analysis of the effectiveness and quality of provided goods or	NA	

	services. Please attach analysis and title Quality of the Company's goods and service.		
9	How often is your software updated (on average)? Is there a fee to purchase updates? If so, please detail out here and in the pricing guide. How will the district be notified when an update is scheduled? What kind of advanced notice will be provided?	NA	
10	For college and career readiness exploration and tracking software, can the data that makes up the report be downloaded to Excel or an equivalent product?	NA	
11	If applicable, discuss the various platforms (such as digital or app based) that students and staff members can access your goods or services.	NA	
12	Please describe the level of expertise of your company's employees who will be involved directly with providing services and products to SBISD, such years of experience in their respected fields and prior and ongoing training.	NA	
13	How do you document the reliability of your software? How are 'bugs' addressed as well as how is your software protected from virus and malware attacks?	NA	
14	Provide the Proposer's approach to quality control, record keeping and regulatory compliance.	NA	
15	Describe how the Proposer monitors service levels to ensure system pricing for tasks remain current and updates are communicated in a timely manner to the client (SBISD)?	NA	
16	Discuss an implementation that had problems. What were the issues that led to implementation problems?	NA	
17	Discuss a recent implementation that the Proposer has completed in another public school district that that went well and what were the reasons it went well?	NA	
<b>Number</b>	<b>Extent to which the goods or services meet the District's needs</b>	<b>YES/NO</b>	<b>Proposer MUST Explain/Specify as Requested in Order to be Considered</b>
1	Does your company have a record of working within area of expertise for 10+ years? Must provide detail.		
2	Has your company achieved consisted and positive results with large urban school districts serving 20+ high schools? Must provide detail. Also, describe the Proposer's		

	experience as a service provider to public school systems they have as clients. What are some key lessons learned?		
3	For college and career readiness tracking and exploration, describe how your goods and services (if applicable) can be modified/adaptable for various learners, such as English Language Learners, Special Needs, and Gifted and Talented.	NA	
4	For college and career readiness tracking and exploration, does your product provide data at the student-level, disaggregated? Please provide sample of such data? Must give detail.		
5	For college and career readiness tracking and exploration, do students have the option of navigating the platform in multiple languages, such as Spanish and Vietnamese? If yes, how much of the platform is multilingual, such as are the career surveys in Spanish.		
6	For college and career readiness tracking and exploration, does your product provide above data and reports through a secure web-based portal three times a year (fall, spring, and summer) with a minimum of five SBISD user accounts. Must give detail.		
7	For college and career readiness tracking and exploration, does your product provide a communication component? Such, as does it allow for two-way texting and email communications? If so, please detail.		
8	For college readiness tracking, describe in detail how students manager the application process.	NA	
9	For college readiness tracking, does your platform integrate with the common applications and/or Apply Texas Counselor suite? If so, you must detail.		
10	For software supporting vocational equipment, what products does it support? What is its capacity to be used (interchangeability) with various brands and models of equipment?		
<b>Number</b>	<b>Past relationship with the District</b>	<b>YES/NO</b>	<b>Proposer MUST Explain/Specify as Requested in Order to be Considered</b>
1	Does your company have a relationship with Spring Branch ISD? If so, how many years? Must provide detail of services and goods provided.		

## **ADDENDUM NO. 2, Proposal #12577**

### **Question #8:**

Could you please provide a breakdown by grade for the number of in-scope students for market baskets, 2, 3, 4, and 6?

### **Answer #8:**

**High Schools enrollment: 10,247 Students**

**Middle Schools enrollment: 7,749 Students**

**Total (Secondary) enrollment: 18,001 Students**

**Further Breakdown can be determined upon approval notice to awarded vendors**

### **Question #9:**

We understand there are 5 high schools, 7 middle schools [and 26 elementary schools] in SBISD. How many of those schools are in-scope for market baskets 2, 3, 4, and 6?

### **Answer #9:**

**All High Schools and Middle Schools**

### **Question #10:**

How many of SBISD's 4,500 employees are educators (i.e. teachers, counselors, admin in IT or general, etc) will need training on the chosen program or services?

### **Answer #10:**

**Approximately 3,000 are teachers, counselors, admin or general, etc.**

**Further Breakdown can be determined upon approval notice to awarded vendors**

### **Question #11:**

Are we permitted to include images in our response in the table format or will our response be disqualified? Further, are there any restrictions on the types of additional materials we provide? (e.g. DVD, weblink, etc.)

### **Answer #11: Yes**

**"Value-Add" is other products and services that will enhance and add value to the contract for SBISD. SBISD reserves the right to accept or reject additional proposed services or products in the best interests of the district.**

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**Question #12:**

Will the RFP be a single or multiple supplier award?

**Answer #12:**

**The District intends to award this RFP to multiple suppliers selected to provide the “best value” to SBISD**

**Question #12:**

Please provide middle and high school enrollment data broken down by school and grade level.

**Answer #12:**

**Refer to Answer #8**

**Question #13:**

For responses to 8.7.0, 8.8.0, and 8.9.0, our assumption is that you are looking for the following:

- 8.7.0 – Create a table/matrix of the features and functionality of our product(s) and related service offerings (with brief descriptions) that SBISD will use with comparable tables from other vendors’ proposals (which will likely include some similar but some distinct table rows) to compare and appraise the capabilities of the proposed systems from all vendors.

**Answer: Yes**

- 8.8.0 – Provide additional details on our proposed service offerings that were not appropriately or adequately covered in other sections of the RFP response.

**Answer \* "Value-Add" is other products and services that will enhance and add value to the contract for SBISD. SBISD reserves the right to accept or reject additional proposed services or products in the best interests of the district.**

- 8.9.0 – Respond to the questions in the Company Product Questionnaire (RFP page 37) applicable to the Market Baskets for which we are proposing a solution.

**Answer: Yes**

**END OF ADDENDUM NO. 2**